General availability - Noon on Sunday, July 24, 2011

Updates to Supported Browsers/OS

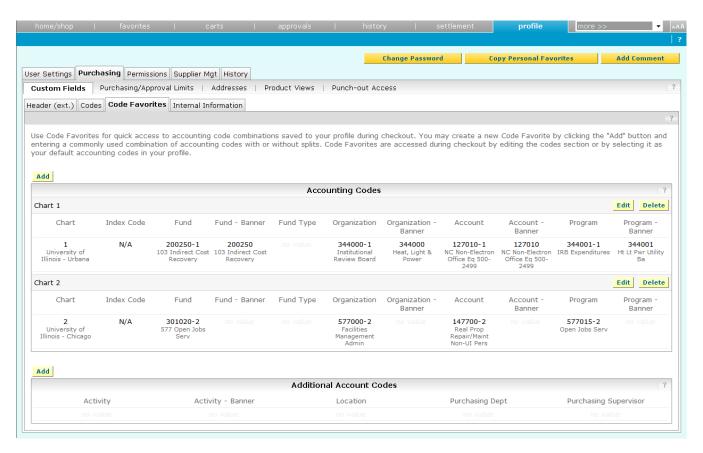
- Adding Support for Windows 7, Firefox 4.0, iPadhardware, and iOS4
- **Removing Support for** *Effective in 11.3 Release* Firefox 3.0, Chrome browsers prior to version 8.0, and Safari browsers prior to 4.0

General Enhancements

User Profile Accounting Code Favorites – User can store commonly used accounting code combinations
as favorites in their profiles.

Path: profile>Purchasing>Custom Fields>Code Favorites

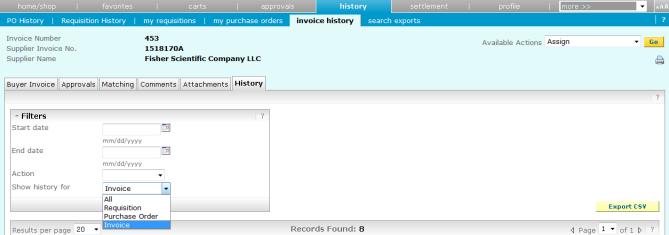
- Click on Add to add a FOAPAL to Code Favorites
- Click on Edit to edit a FOAPAL in Code Favorites
- Click on Delete to delete a FOAPAL in Code Favorites



• View All Document Comments/History on a Single Tab — User can now select to view all comments or history to see information for all associated documents (requisitions, purchase orders, and invoices).

Example: Comments tab on Invoice 453 453 Invoice Number ▼ Go Available Actions Assign Supplier Invoice No. 1518170A Fisher Scientific Company LLC Supplier Name Buyer Invoice Approvals Matching Comments Attachments History Add Comment Show comments for Invoice Records Found: 0 Requisition Purchase Order No comments have been added

Example: History tab on Invoice 453



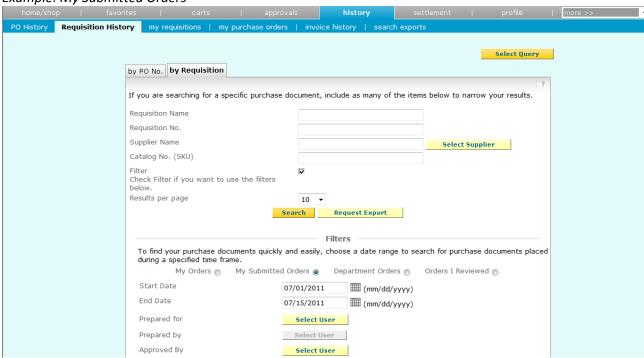
• View Future Requisition Number for a Cart – A future requisition number is now assigned to a cart. User can search for draft carts by this future requisition number.



• "Prepared By" User Ordering

o User can retain access to PR/PO where s/he is the "Prepared By" user.

Example: My Submitted Orders



Example: Search Results



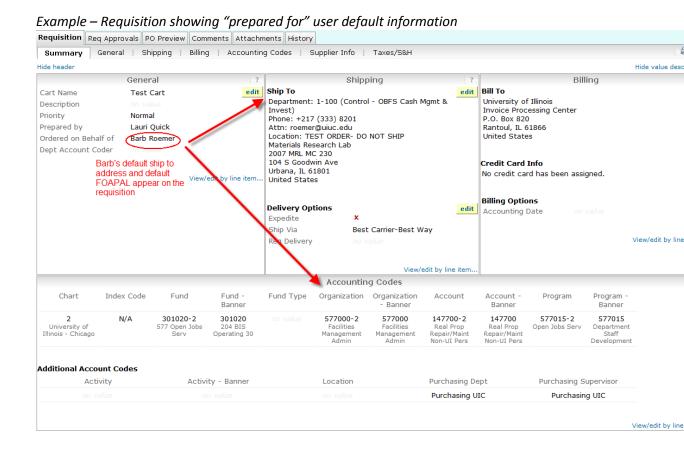
User can receive email notifications on an order where s/he the "Prepared By" user.

Example: Default email preferences

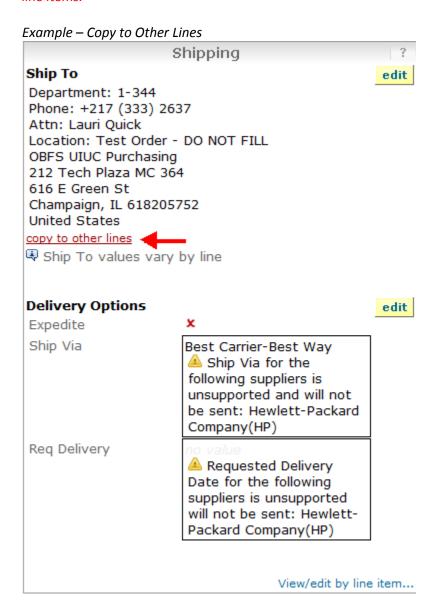
Shopping, Carts & Requisitions		
Prepared By - Cart Assigned Notice	×	
Prepared By - PR line item(s) rejected	✓	
Prepared By - PR rejected/returned	✓	

Purchase Orders		
Prepared By - PO Workflow complete	✓	
Prepared By - PO sent to supplier	✓	
Prepared By - PO line item(s) rejected	✓	
Prepared By - PO rejected	✓	

 Preparing a requisition for another user will default the profile values of the "Prepared For" user.



• Copy Addresses from the Header to All Lines – User can copy shipping address to each line in order to reset all shipping addresses to header shipping address. Note: Only appears if shipping addresses differ between line items.



- Approval Enhancements (For Approvers Only)
 - Detailed email notification More requisition details are viewable on the email notification. This
 enhancement replaces the current basic approval notification. Note: User can set preferred email
 format (HTML or Plain Text) in User Profile under Personal Settings.

Example – New email notification:

Approval Request for Requisition# 603538

Dear Lauri Quick,

The requisition listed below has been submitted for your approval.

Summary

Folder: 4-626 between 10000 and 49999.99"

Prepared by: Jill Menezes

2011-07-13 jmene1 01 Cart Name:

Requisition No.: 603538 Priority: Normal No. of line items:

TOTAL: 15,000.00 USD

Details

Home Depot USA Incorporated Carpet & Drapes Form Type: Facilities

Item 1

Description: carpet for Housing units

Catalog Number: 1234567

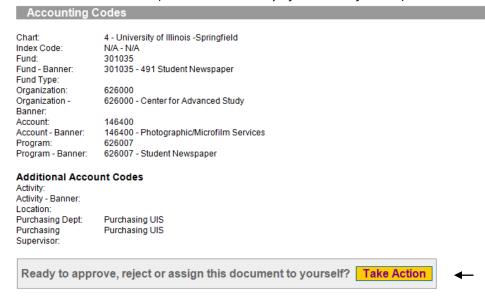
Quantity:

Unit Price: 15,000.00 USD Ext. Price: 15,000.00 USD Size/Packaging:

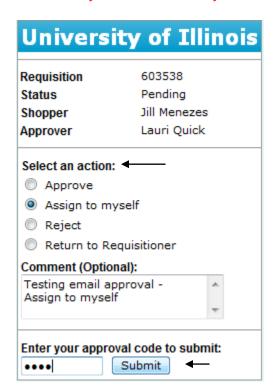
Commodity Code: 36010

15,000.00 USD FORM TOTAL: TOTAL: 15,000.00 USD

- Email Approvals Approvers can approve, reject or return a requisition directly from an email notification. Note: Edits cannot be performed via email.
 - Click on Take Action (located within body of email notification)



 Select an action and enter your approval code. Note: Approver must set up approval code in User Profile under User Identification.



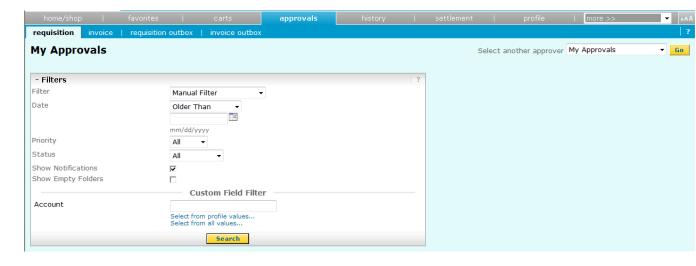
Approver should receive a successful response.

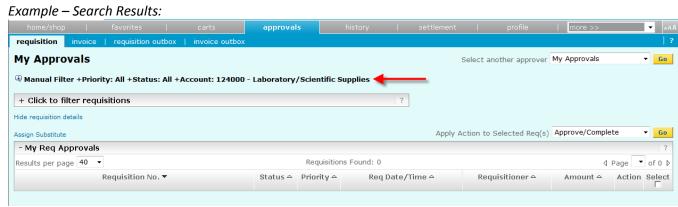


 Filter Approval Queues by Custom Fields – Approvers can view requisitions, purchase order and/or invoices that contain a certain FOAPAL element (fund, account, etc.)

Path: approvals>requisition

- Click to filter requisitions
- Choose Manual Filter
- Choose filters
- Click on Search





Note: Manual Filter is displayed along with search results.